



City of Newport, Rhode Island

CAREER OPPORTUNITY

Position Title:	Engineering Technician
Posting Date:	Monday, July 19, 2010
Closing Date:	Friday, July 30, 2010
Department:	Public Services
Brief Job Description: <i>(essential functions of the job)</i>	<ul style="list-style-type: none">◆ Provides engineering support to the Department to ensure that construction projects within the City rights of way are designed in accordance with applicable City ordinances/standards.◆ Prepares excavation and obstruction permits and provides information such as vertical and horizontal controls, utility (water and sewer) drawings.◆ Assists linear and topographical field surveys of municipal engineering projects; creates construction plans based on field survey and survey notes; estimates construction progress; makes inspections of contract construction work and subdivision construction.◆ Prepares plans and work drawings; assists in overseeing construction projects, and providing quality assurance of engineering elements of City projects.◆ Assists in the design, drafting, and calculation of drainage Public Works projects.◆ Operates automated CADD and GIS program, and other computer programs to input or extract information.◆ Maintains and updates records, database, and files of information for the department.◆ Issues new house numbers; makes copies of plans for the Tax Assessor and City Clerk.◆ Responsible for overseeing the work of contractors in accordance with bid specifications.◆ Inspects roadway excavations for compliance with issued permits.
Minimum Entrance Qualifications:	<ul style="list-style-type: none">◆ College Degree in Engineering, and three to five- (3-5) years of experience in construction and/or engineering; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.◆ Knowledge of construction and engineering principles, laws and regulations pertinent to position functions.◆ Understanding of CADD graphics, construction of roadways, drainage, design and installation, grades, and survey work.◆ Working knowledge of civil engineering including design, surveying and drafting.

TURN OVER FOR ADDITIONAL INFORMATION

Minimum Entrance Qualifications (continued):	<ul style="list-style-type: none"> ◆ Ability to interact effectively and appropriately with the public. ◆ Ability to read and interpret plans and blueprints. ◆ Proficient written and oral communication skills. ◆ Proficient computer skills.
Licenses/Certifications:	<ul style="list-style-type: none"> ◆ Must have a valid motor vehicle operator's license.
Pay and Hours Per Week AFSCME Grade: UT05 Minimum Salary: \$41,400.00 Maximum Salary: \$49,434.00 Hours per week: 40	<p style="text-align: center;">Submit resume and/or completed application to: Michael J. Coury, HR Administrator Office of Human Resources City Hall – 43 Broadway Newport, Rhode Island 02840</p>
<p style="text-align: center;"><i>An Equal Opportunity and Affirmative Action Employer</i></p> <p>APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.</p> <p style="text-align: center;"><u>www.cityofnewport.com</u></p> <p style="text-align: center;"><i>Tel: (401) 845-5444</i> <i>Fax (401) 845-9364</i></p>	